



Greenwood County, SC

Job Description

FLSA: Exempt

Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Treasurer

Department: Treasurer

Pay Grade: 225

Revised: 7/1/15

General Description

The County Treasurer's primary responsibilities are to collect the property tax, to receive other county revenues such as state aid, and to invest those funds for the County until such time as they are needed to cover County expenditures. The Treasurer is also charged with the collection of delinquent taxes and the sale of seized property. The specific duties of the treasurer are listed and described in Title 12, Chapter 45 of the South Carolina Code of Laws.

This job/class within the organization is also responsible for directing the receipt, disbursement, accounting, managing and reporting of the funds of the County of Greenwood, as well as the funds of other entities for which the County acts as agent. Responsible for developing the County and department budget. Supervise, plan and direct the activities of subordinate professional, technical and clerical personnel.

This job/class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to the County Manager and/or County Council through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Directs the receipt, disbursement, accounting, managing and reporting of the funds of the County of Greenwood, as well as the funds of other entities for which the County acts as agent.

Establishes procedures for internal controls, financial and accounting procedures. Establishes systems and provides direction for the proper documentation of payroll,

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accounts payable and accounts receivable. Conducts financial reviews and makes recommendations for change or adjustment.

Supervises the activities of subordinate professional, technical and clerical personnel; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems; participating in the selection process for new employees; allocating personnel and recommending employee discipline, transfer, promotion, discharge and salary increases as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Develops and implements short and long-range plans to maximize the efficiency and effectiveness of department operations and to ensure the financial growth of the County.

Oversees cash management: Prepares cash flow projections and various financial projections for management purposes.

Oversees collection of taxes for County including real estate, automobile and personal property.

Oversees administration of tax sale on delinquent real property.

Oversees all financial reporting, ensuring the preparation of records and reports in accordance with established policies and laws. Prepares and ensures the accuracy of the Comprehensive Annual Financial Report and Annual Budget documents.

Invests County, school district and other agency funds in accordance with state laws; allocates earnings accordingly.

Coordinate preparation of annual County-wide budget and monitor and adjust as necessary throughout year.

Coordinate annual audits by external auditors.

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Conduct periodic reviews of the County's finances to detect and resolve discrepancies and other problems.

Assists the general public, other County departments and governmental agencies with inquiries and problems regarding the functions of and procedures followed by the Treasurer's Office.

Receives, reviews, prepares and/or submits a variety of documents including the general ledger, balance sheets, grant/special payments, appropriation requests, billing invoices, budget reports, Comprehensive Annual Financial Report, and various reports to government agencies, memos, correspondence, etc.

Interacts and communicates with various groups and individuals such as the County Manager, County Council, co-workers and subordinates, other County department heads and employees, news media, sales representatives, auditors, government agencies, and the general public.

Additional Duties:

Executes various accounting and financial duties as necessary to ensure the proper and expedient processing of County payroll, accounts receivable, accounts payable purchasing, bond payments and wire transfers.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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Plans and directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.


Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

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Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, patients, customers, clients or others in the general public; works in a very fluid environment with guidelines, but significant variation.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious - affects entire organization and the general public and/or damage could occur and probability is very likely.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.





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Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others.

Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Business, Finance, Accounting, Public Finance or closely related field.

Requires six years with direct experience in financial accounting including two years of governmental financial accounting experience or closely related experience OR an equivalent combination of education, training and experience.

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. Knowledge of the South Carolina taxation system is preferable.

Special Certifications and Licenses

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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